

DLAM 7000.5 CONTRACT ADMINISTRATION SERVICES ACCOUNTING PROCEDURES
PART 10 FUND CONTROL
CHAPTER 1

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CHAPTER 1 FUND CONTROL

10.1.1 CHAPTER OVERVIEW

a. Fund control and disbursing functions are an integral part of the Mechanized Contract Administration Services (MOCAS). This section describes the procedures for control and maintenance of fund accounting and disbursing records.

b. Input transactions from MILSCAP Abstracts and local contract data input creates the obligation records in the data base. The Finance Office is responsible for all adjustments, corrections and reconciliations required to maintain the accuracy of the data base CLR. Adjustment requests may be originated by the DCMD functional elements or from accounting stations.

c. All requests from activities outside the DCMDs for adjustments, reconciliations, and correspondence requesting status of funds will be controlled from the time of receipt until actions have been completed. In all instances, if action cannot be completed within 15 days, the requester will be notified and provided with a target completion date. If a suspense date is stated in the requesters correspondence, that suspense date will be used in lieu of the 15 days rule.

10.1.2 OBLIGATION AND FINANCIAL CONTROL PROCESSING

The Finance Office will establish and maintain an Obligation Control Register for entry of all obligations by Service, processed from new contracts, modifications, adjustments, and computer generated obligations (Subtransaction Code Q, D, T, and L). Obligation Adjustments/Corrections will be prepared on DLA Form 457e, Fiscal Information Posting Slip. The DLA Form 457e will be separated by Service funds. Preparation for each Service DLA Form 457e and DLA Form 472a are contained in part 15, appendices 59 and 62 of this manual.

10.1.2.1 OUTPUT PRODUCTS

The following CLR Reports are those primarily used to account for each DCMDs financial status:

- UYFA01, Rejected Disbursements and Obligations by ACRN (daily)
- UYFA02, CLR Validation Rejects (daily)
- UYFA03, CLR Summary
- UYFA04, CLR Ledger

10.1.3 REPORT VALIDATION AND REVIEW

Controls must be established to ensure receipt of reports and appropriate action taken as follows.

10.1.3.1 CLR VALIDATION REJECT LISTINGS

a. These listings contain transactions that failed to pass validation in the CLR process. The computer will perform validation of the accounting classification data based on the criteria established in the program for each Service. Rejections will be reviewed to determine whether the data was extracted from the contract properly or errors made in the input. If the data was extracted and input correctly, but the accounting classification is incorrect, a DD Form 1716 should be written requesting the buying activity to modify the contract, (DAR 16-103, FAR 43.301), with a valid accounting classification. The Force-Thru Code will not be used to input invalid accounting data.

b. When processing corrections/adjustments to an existing CLR record, it is not necessary to input the accounting classification data. The ACRN must be input and will be matched to the CLR. If no match occurs, the transaction will reject. Review the CLR to ensure a correct ACRN was coded on the DLA Form 457e, and that the input was coded properly. Reinput the transaction with the full accounting data if there is no CLR record or correct the ACRN as appropriate. Other validation will be performed on data elements in the transaction, and rejection may occur. All rejects must be researched, and corrective action taken within three days. The Force-Thru Code may be used to create a credit ULO on the CLR if the credit is valid.

10.1.3.2 CLR SUMMARY

Obligation totals for the day will be entered onto the Obligation Control Register by Services. Only the ACRNs involved in the daily input will be shown on the report, except when an ACRN change has been processed. In this event, both the old ACRN and the new ACRN will be shown with credit and debit amounts as appropriate. In processing station number changes, both the record that is being changed and the new changed record will be shown with credit and debit amounts as appropriate. This report is balanced daily.

10.1.3.2.1 PROCEDURES FOR DAILY BALANCING OF CLR SUMMARY

a. Balance the daily disbursements by service to Report Number UYFA03, CLR Summary, as follows:

(1) Verify the manual payment batches entered into the system using Report Number UNAA010A, Four Phase/Remote Batch Entry Facility. Note: Manual payment batches (1, 2, and 3 type payments) should be annotated as such in order to distinguish them from adjustment batches (9, 18, and 19 transactions).

(2) Total the disbursement batches by service.

(3) Subtract from the batch totals, the rejected manual payment transactions listed on Report Number UYFA01, Rejected Disbursements and Obligations by ACRN, and Report Number UYFA02, CLR Validation Rejects.

(4) Add to the above totals, the service totals from Report Number UYFC03, Automatic Disbursements, and the Released Suspended Payables from Report Number WYFT25, Suspended Manual Disbursements by Service.

(5) Subtract from these totals, the New Suspended Payables from Report Number WYFT25, Suspended Manual Disbursements by Service, and the totals on Report Number WYFT24, Deleted Disbursement Transactions.

(6) This total should equal the totals on Report Number UYFB01, U.S. Check Total Summary.

(7) Verify the adjustment batches entered into the system using Report Number UNAA010A, Four Phase/Remote Batch Entry Facility. Note: Adjustment batches should be annotated as such in order to distinguish them from manual payment batches.

(8) Total the adjustment batches by service. Add these totals to the totals on Report Number UYFB01, U.S. Check Total Summary.

(9) Subtract from these totals the rejected adjustment transactions listed on Report Number UYFA01, Rejected Disbursements and Obligations by ACRN, and Report Number UYFA02, CLR Validation Rejects.

(10) These totals should equal the disbursement totals on Report Number UYFA03, CLR Summary.

b. Balance the daily obligations by service to Report Number UYFA03, CLR Summary, as follows:

(1) Record the total obligations for each service from Report Number UNMB015A, Obligation/Line Item Control Register.

(2) Add to these totals, the totals from Report Number UNMB010A, CLR/Line Item Control Register, and Report Number UYFG13, D, T, L, and Q Obligation Daily.

(3) Subtract from these totals the totals from the previous cycles Report Number UYJC01, CLR Obligation Automatic Adjustment Resulting from CCN Action.

(4) This total should equal the obligation totals by Service on Report Number, UYFA03, CLR Summary.

10.1.3.2.2 PROCEDURES FOR BALANCING THE CLR LEDGER

a. Balance the cumulative obligations by services to Report Number UYFA04, CLR Ledger, as follows:

(1) Subtract the total from The Previous Cycles Report Number UNJN010A, Abstract Cancellations from the obligation totals on The Previous Cycles Report Number UYFA04, CLR Ledger.

(2) Add to these totals, the obligation totals from the current Report Number UYFA03, CLR Summary.

(3) These totals must equal the obligation totals on the current Report Number UYFA04, CLR Ledger.

b. Balance the cumulative unliquidated obligations by services to Report Number UYFA04, CLR Ledger, as follows:

(1) Add the obligation totals of the current Report Number UYFA03, CLR Summary to the unliquidated obligation totals of the previous cycles UYFA04, CLR Ledger.

(2) Subtract from these totals, the current disbursement totals from Report Number UYFA03, CLR Summary.

(3) These totals must equal the unliquidated obligation totals on the current Report Number UYFA04, CLR Ledger.

c. On the first cycle of the month, obligation totals on Report Number UYFR01, Closed CLR Ledger, must be subtracted from the obligation totals in paragraph c above in order to balance.

d. If a complete CLR Ledger is generated weekly in lieu of daily, the daily update ledger should be balance as follows:

(1) If the daily update is the first update after the weekly ledger has been generated, disbursement and obligation totals should equal CLR summary totals.

(2) All subsequent update totals, should be subtracted from the previous cycles daily update totals. These totals should equal the CLR summary totals.

(3) The weekly CLR ledger totals should equal the previous cycles daily update totals plus the current cycle CLR summary totals.

10.1.3.3 CLR LEDGER

a. A Contract Contingent Liability Record (CLR) is maintained to show the status of funds on all contracts administered and paid by the DCMD. The data base CLR is created and updated as indicated above. The CLR reflects the obligation and unliquidated obligation for each line of accounting data applicable to a contract. All disbursement transactions are mechanically compared to the CLR to determine if sufficient ULO exists. If ULO is not sufficient, the disbursement transaction is rejected. The primary purpose of the CLR is to control the amount to be disbursed under contracts which have been assigned for payment. The CLR is also used as the financial data base for certain other reports, such as the Contract Administration Report (CAR).

b. A complete CLR Ledger can be produced daily or weekly. If the weekly option is exercised by the DCMD, a daily update CLR Ledger will be produced. The daily ledger will be cumulative from the first daily after the weekly is processed. All CLR Records created or updated will be shown on the daily cumulative ledger. The obligation and disbursement totals by Service will be balanced to the Obligation and Disbursement Control Register totals. The complete CLR Ledger, which lists the total data base CLR, will be retained until the next complete CLR is produced. Daily Ledgers may be destroyed after receipt of the next daily ledger.

c. The mechanical comparison of the disbursement transactions to the CLR makes it unnecessary for the Voucher Examiner to refer to the CLR Ledger to determine the ULO prior to processing payments for normal routine payments. However, there are certain types of payments which must be processed for which the Voucher Examiner's reference to the CLR is mandatory. The cases are as follows:

- (1) All requests for manually paid progress payments.
- (2) All payments in which manual recoupment of progress payments are involved.
- (3) All payments involving cost type invoices when there are multiple ACRNs.
- (4) All payments for which there is no MAAPR.
- (5) All payments where the MAAPR reflects either the message CLR/ACRN BALANCE or SPECIAL 9 ACRN or UNDEFINITIZED U ACRNs.

10.1.4 ADJUSTMENT OF OBLIGATION/DISBURSEMENTS

10.1.4.1 GENERAL ADJUSTMENTS

a. Adjustments to CLR records are required due to clerical errors, changes made by modifications to accounting data and/or Service regulations. The Finance Office is responsible for these adjustments. The Monthly Contract Support Obligation and Disbursement Listing is a Trial Balance Record of Contingent Liabilities showing each obligation, disbursement, and any adjustments thereto of each accounting classification for every call, order, or contract.

b. An overdisbursed (overpaid or overliquidated) condition is tentatively indicated if the total payment(s) charged to an accounting classification on a contract exceeds the total amount shown as available under the same accounting classification on the same contract. This latter amount is referred to as the obligation or amount obligated in this chapter and as the accounting control amount. When a tentative overdisbursed condition is noted, or when it appears that such will develop (e.g., during the voucher examination process), the following actions will be taken:

- (1) Determine the rules, procedures, and assumptions, which are applicable. This will be accomplished by examination of the contract provision for variants, the amount obligated (the Contingent Liability Record amount), and the actions of the contractor (e.g., amount delivered, billed, etc.).

- (2) Initiate the action indicated as appropriate after making the above determination and as indicated by the applicable procedural requirements of this chapter (e.g., processing an adjustment voucher to clear the ADPE record of the overdisbursement if the contract had been obligated under the net obligation procedure).

c. Contract item numbers are identified with specific funds cited in the contract. The fund identified with the item is the fund from which payment is made. Exceptions are cost type contracts which cite multiple funds. Since payment is based on the reimbursement of Allowable Costs in the contract, items cannot be identified at the time of payment. As a result, withdrawals of excess funds may result in an overdisbursed position for this type contract.

d. The CLR will be used when it becomes necessary to reconcile a contract or to reply to funding station inquiries. A contract financial history on any contract may be obtained by inquiry into the Contract Support History File.

e. DPSC has begun issuing contracts containing FMS direct fund cites. The contracts clearly state, since all disbursements are identified as cross-Service disbursements (FDRI 36B), DLA, or that activity who performs DLA disbursing functions (e.g., DCMD) will forward all disbursement documents to U.S.A. Finance and Accounting Center, (USAFAC) ATTN: Dept 110, Indianapolis, IN 46249. Although an Army fiscal station appears in the accounting classification, all disbursement documents will nevertheless be forwarded to USAFAC, not the fiscal station cited in the accounting classification. In order to assure that FDRI 36B, Cash Disbursements, and Reimbursements-Cross Disbursements is properly assigned to transactions, you are advised to enter the accounting classification under Army Service Code 1; formatted as an Army accounting classification. This will automatically assign FDRI 36B and ensure proper reporting on RCS:CSCAA-110(R1) Cross-Disbursing Report and RCS:CSCFA-302 Report.

10.1.4.2 NAVY ADJUSTMENTS

a. DCMD prepared adjustments to be forwarded to Navy will be prepared solely on the NAVCOMPT Form 621. In order to maintain the Contingent Liability Record (CLR) as current as possible, NAVCOMPT Form 621 data will be posted prior to submission to the NRFC. If any exceptions are taken by NRFC, the NAVCOMPT Form 621 will be returned to the DCMD for appropriate action. NAVCOMPT Form 621 initiated by the Navy will be forwarded to the applicable DCMD for verification and completion. DCMDs will use a copy to update the CLR and return a copy to NRFC annotated with action taken. Correspondence prepared by the Authorization Accounting Activity (AAA) relating to contract balances and other than specific payments will be sent to the DCMDs for action and response.

b. Interchange of adjustments between a DCMD and the Navy will include data elements. It is mandatory that the appropriate document number and voucher number be referenced in the NAVCOMPT Form 621. In cases where several vouchers or documents are adjusted on one NAVCOMPT Form 621, a breakout of the amounts for each voucher must be shown. Further, when the AAA is changed, a copy of the voucher must be attached to the NAVCOMPT 621.

c. A special Navy CLR Report is produced monthly and provided to the Navy Regional Finance Center who redistributes the data to the applicable funding stations.

10.1.4.3 AIR FORCE ADJUSTMENTS

a. The Accounting Adjustment standardized form letter will be used for requesting adjustments by Air Force and for advising the Air Force of Adjustments effected. The form is to be produced on local letterhead. Adjustment documents (SF 1081, AF Form 827, SF 1017G) will be received by the DCMD from the AF funding activities and/or from AFAFC, Denver, Colorado. The DCMD will process the adjustment document and will correct their records using DLA Form 457e so that the reports forwarded to the AFAFC are not affected.

b. Control will be maintained by the funding activity through the daily and monthly reports.

10.1.4.4 ARMY OBLIGATIONS

CLR data is transmitted monthly to all Army funding stations. The Army funding activities will maintain control through transactions, (disbursements), and periodic data received from the DCMDs. Correspondence, however, may be received from Army/DLA funding activities regarding obligations and/or disbursements which will require reconciliation, adjustments/corrections, and response.

10.1.4.5 SUBTRANSACTIONS

The disbursement portion of DLA Form 457e, posted with subtransaction Codes Q, T, L, or D will have automatic obligation transactions produced mechanically by the system. Post all Q, T, L, or D transactions to the Obligation Control Register upon receipt of the listing. Q Final transactions generated as a result of final payment processing brings the ULO to zero. The CLR Obligation Auto-Adjustments Resulting from CCN action listing produced as a result of Q Final transactions will be provided to FA for action.

10.1.4.6 ADJUSTMENT VOUCHER ON CLOSED CONTRACTS

Adjustment vouchers received after the contract is closed that affect DCMD records only need not be processed unless the contract is reopened for some other reason. File adjustments in the closed contract folder. If the contract is subsequently reopened, use the proper accounting classification and reopen at the lowest level necessary to control payment and LISSR record, if applicable. Adjustments to reporting may be made by general purpose slip in the format of the report if there is no need to change the Data Base CLR or reopen the contract.

10.1.4.7 ACRN CHANGES

Changes to the CLR which affect only the ACRN will be processed as indicated in part 3, chapter 2 of this manual. In all cases, when an ACRN change is processed, you must change the ACRN in the LISSR to ensure compatibility of the CLR and the LISSR.

10.1.4.8 STATION CHANGES

Changes to the CLR which affect only the station number will be processed as indicated in part 3, chapter 2 of this manual. These changes should not be made unless a modification has been received, or if the original station number was input erroneously.

10.1.4.9 DISBURSEMENT ADJUSTMENTS

Disbursement adjustments required as a result of erroneous payments or reconciliation actions will be prepared on DLA Form 457e using Type Payment Code 9. The input of Code 9 will adjust the CLR but will not generate a subvoucher or check. The DLA Form 457e will be separated by Service and batched on DLA Form 472a. Preparation instructions for DLA Form 457e for disbursements are contained in part 15, appendix 62 of this manual. To assure that CPNs are generated or deleted if voiding a voucher, transactions must be entered as 19 transactions.

10.1.5 ADJUSTMENT BETWEEN DSSNs

When a disbursement has been made against the wrong Disbursing Station Symbol Number (DSSN), e.g., Navy DSSN when it should have been Air Force DSSN, it will be necessary to write a check, chargeable to the correct appropriation and DSSN, payable to the DCMD. This check will be collected by DD Form 1131 collection voucher into the erroneously charged appropriation and DSSN. The DLA Form 477 will be annotated to reflect the reason for adjustment and a notation, applicable to the correct transactions, will be made on the previously processed erroneous disbursement voucher. If the correction is a charge to an Air Force, Navy, or OSD appropriation, complete backup documentation will be attached to applicable vouchers. DLA Form 457e must be Coded 19 in order to provide required voucher and reporting transaction cards.

10.1.6 SUCCESSOR M ACCOUNTS

a. Each 30 September, certain appropriations lapse and are transferred to a successor M account in order that payments on a contract can continue. Ordinarily, the Services publish end of fiscal year instructions providing the method for yearend reporting.

b. The transfer of funds will be accomplished mechanically. New DLA Forms 457e will be generated reflecting the changed appropriation data. This DLA Form 457e will be used by the Comptroller's Office in processing disbursements, obligations, or adjustments.

c. In order to accomplish the transfer, the system will process the deobligation action to the CLR (reversing the full amount of the obligation, disbursements, and the ULO balance for the fund which is lapsing) in cycle 1. In cycle 3, reestablish an obligation to the M account in the CLR equal to the amount of the ULO balance, and reestablish the disbursement and an equal obligation amount on the active CLR using an ACRN of 99 or the next sequential number not used. The Fund Code will remain the same. An example of this condition appears below:

	<u>APPR</u>	<u>ACRN</u>	<u>FC</u>	<u>OBIG</u>	<u>DISB</u>	<u>ULO</u>
Current CLR	17 1804	AB	DB	100	50	50

First Cycle		AB	DB	<100>	<50>	<50>
Third Cycle	17M1804	AB	DL	50	-0-	50
Third Cycle	17 1804	99	DB	50	50	-0-

(1) After transferring this year's lapsed funds to the M account, the CLR may reflect two different ACRNs for the same M account by reason of an ACRN having been established during a previous year.

Previous year - 17M1804 ACRN AA, This year - 17M1804 ACRN AB

(2) When future disbursements are made against the M account with this situation, the Voucher Examiner must be careful to select the correct ACRN.

d. Object Class Codes will not be used in DLA Successor M Accounts.

10.1.7 CONTRACTOR INDEBTEDNESS TRANSACTION

This transaction will be prepared when a contractor who is within the geographical area of the DCMD appears on the List of Contractors Indebted to the United States (Hold-up List). This list is distributed by the U.S. Army Finance and Accounting Center. When an accounts receivable or credit memo cannot be satisfied at the contract level, a contractor indebtedness transaction will be processed to prevent payment until the debt has been collected. Discretion should be used in establishing a contractor indebtedness for large contractors. The indebtedness transaction will cause all invoices in-house for that contractor for which there are matching MAAPRs to be released for manual payment. Other controls must be established to assure a prompt setoff on large contractors. Upon completion of setoff satisfying the indebtedness, remove the Contractor Indebtedness card.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
Card Code	Enter Code 3.
Contractor H-8 Code	Enter the five digit code from the Master Contractor Reference (MAF).

NOTE: To release or remove this condition, request that OTIS manually remove the above created card. Limit of 300 cards can be input.

10.1.7.1 CONTRACTOR INDEBTEDNESS OVERFLOW REPORT

The system has the capacity to identify 300 contractors who are indebted to the Government. Invoices for contracts so identified, will be released for manual payments. It is unlikely that any one DCMD will have 300 contractors indebted at one time. However, if this should happen, the excess will appear on this list. The list should be reviewed immediately, and any checks for contractors on this list should be reported to the Accounting and Finance Officer for action.

10.1.8 FUND LIMITATION TRANSACTION

Fund limitation may be processed by Fund Code or Service. This transaction will be prepared when fund limitation has been imposed by DLA. Fund limitation can be processed by Fund Code, Service, or Fund Code and Service depending on the

limitation imposed. When the limitation has been lifted in total or partial,
request OTIS to remove the Fund Limitation or the limitation no longer in effect.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
Card Code	Enter Code 6.
Service	Enter: 1 Army 2 Air Force 3 DLA 4 Navy
Fund Code	Enter the applicable two digit Fund Code if fund limitation is identifiable to the appropriation symbol; otherwise, leave blank. Repeat next Service and/or Fund Code in pos. 9-11, the next in 12-14, etc.

NOTE: At DCMD option, one limitation (i.e., Service and FC), may be entered in a card. If there are 25 limitations, this option would require 25 cards. Limit of 100 cards can be input. To release or remove this requirement, request OTIS to manually remove the above created cards.

10.1.8.1 FUND LIMITATION OVERFLOW REPORT

A limit of 100 cards can be input for Fund Limitation. The excess will appear on this list. This list should be reviewed immediately, and any checks issued for the fund code, Service or Service/fund code should be reported to the Accounting and Finance Officer for action.

10.1.9 ACCOUNTING CLASSIFICATION DATA UPDATE

Accounting Classification Data Updates can be processed at the PIIN/SPIIN/ACRN level for a particular military service (Army, Air Force, DLA, or Navy). Depending on the Service selected and data base validation requirements, certain elements can be overlaid. These data elements are: FUND CODE, LIMIT/SUBHEAD, PROGRAM YEAR, AGENCY CODE, BUDGET PROJECT, ACCOUNTING STATION, OBJECT CLASS, and ALLOTMENT.

10.1.9.1 SYSTEM ACCESS

a. GENERAL - To access the Accounting Classification Data Update Menu, Screen CT6400, the user must sign-on to the MOCAS SUPRA System and select the MANTIS USER YCU2 and enter the password. The system will now display Screen CT0001-Contract Maintenance Master Menu, next select Function 10.

b. SCREEN FORMAT - Figure 10-1 is a sample screen format for CT0001.

```
*****
CT0001          CONTRACT MAINTENANCE MASTER MENU

COMPUTER BASED USER DOC.(CBUD)..0      * SUPERVISORY FUNCTIONS.....6
*NEW CONTRACT SETUP.....1             * NO ACTION MODIFICATIONS.....7
*CONTRACT MODIFICATIONS.....2          MOCAS INVENTORY UPDATE.....8
*CONTRACT CORRECTIONS.....3           ADRS MASTER UPDATE.....9
*SUMMARY EDITS.....4                  ACCOUNTING CLASS DATA UPDATE..10
SYTEM INQUIRES.....5
                                     TERMINATE.....PA2
* THE PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS

FUNCTION:                                PIIN:
                                           SPIIN:
                                           CAO-ORG-CD:
                                           RGS-CD:
```

#####

Figure 10-1

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
FUNCTION	FUNCTION (2N) - ENTER 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, or 10.

DATA ELEMENTINPUT INSTRUCTIONS

PIIN

PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER
(13 A/N) - Enter the contract number or leave
blank.

SPIIN

SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION
NUMBER (4 A/N) - Enter or leave blank.

CAO-ORG-CD

CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE
(2A) - Enter or leave blank.

RGS-CD

READING GROUP SPECIALIST CODE (8 A/N) - System
generated.

NOTE: Depress ENTER to enter data into the system. Depress PA2 to return to the
previous menu screen.

10.1.9.2 CT6400 - ACCOUNTING CLASSIFICATION DATA UPDATE MENU

a. GENERAL - Users may select the appropriate service required for updating existing Accounting Classification Data (FUND CODE, LIMIT/SUBHEAD, and PROGRAM YEAR) via this menu screen.

b. SCREEN FORMAT - Figure 10-2 is a sample screen format for CT6400.

```
*****
CT6400          ACCOUNTING CLASSIFICATION DATA UPDATE MENU
CBUD:
```

```

COMPUTER BASED USER DOCUMENTATION.....0
ARMY.....1
AIRFORCE.....2
DLA.....3
NAVY.....4
TERMINATE.....PA2
```

FUNCTION: 15

```

      PIIN: XXXXXX 99 XXXXX
      SPIIN: XXXXXX
      ACRN: XX
```

```
### #####
```

```
*****
```

Figure 10-2

c. INPUT INSTRUCTIONS - Entries available/required are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTION	FUNCTION (1 A/N) Enter the number of the transaction type to be performed.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - Enter the desired contract number for the function selected. Contract number entered must be on the data base. This field must be entered for Functions 1, 2, 3, or 4.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - Enter, if applicable, the four position SPIIN.
ACRN	ACCOUNTING CLASSIFICATION NUMBER (2 A/N) - Must enter the two position ACRN. The ACRN entered must exist on the data base for the PIIN/SPIIN entered.

10.9.1.3 CT6410 - ACCOUNTING CLASSIFICATION DATA UPDATE - ARMY

a. GENERAL - This function will allow the user to change ARMY Accounting Classification Data (LIMIT/SUBHEAD, PROGRAM-YEAR, or FUND-CODE) at the PIIN/SPIIN/ACRN level for existing CLRV records. This screen is displayed when Function 1 is selected and valid data is entered on Screen CT6400 and ENTER is depressed. A general explanation of this screen is available by entering the Screen ID in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 10-3 is a sample screen for CT6410.

```
*****
CT6410          ACCOUNTING CLASSIFICATION DATA UPDATE - ARMY

CBUD:

PIIN: ##### 99 ##### SPIIN: ##### ACRN: ##

                DEPT-CD: #                FUND-CD: ##
                LMT-SUBH: ####            PGM-YR: #
                OBJ-CLS-CD: XXXX
                ACCTG STA: XXXXXX
                CNCLD-FND-IND: X
```

```
### #####
*****
Figure 10-3
```

c. INPUT INSTRUCTIONS - Entries available/required are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - If entered, must match a data element on the screen.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated from the menu Screen CT6400.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated from the menu Screen CT6400.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2 A/N) - System generated from the menu Screen CT6400.

DATA ELEMENTSPECIAL INSTRUCTIONS

DEPT-CD	DEPARTMENT CODE (1 N) - System generated based on the CLRV. This is a one position code designating the agency or service for funding.
FUND-CD	FUND CODE (2 A/N) - Must enter a two position Fund Code. The code entered must match the data base, Appropriation Master File.
LMT-SUBH	LIMIT SUBHEAD (4 A/N) - If entered, must match an existing Limit/Subhead existing on the data base, Appropriation Master File.
PGM-YR	PROGRAM YEAR (1 A/N) If entered must be one alpha/numeric position.
OBJ-CLS-CD	OBJECT CLASS (4 A/N) - System generated; if changed, must match an appropriation on the existing Appropriation Master File.
ACCTG STA	ACCOUNTING STATION (6 A/N) - System generated; if changed, must match an existing appropriation on the Appropriation Master File.
CNCLD-FND-IND	CANCELLED FUNDS (1 A) - Enter or leave blank; if entered, fund code/canceled funds indicator must match TB9997. This field will be visible to only certain RGS Codes.

10.1.9.4 CT6420 - ACCOUNTING CLASSIFICATION DATA UPDATE - AIR FORCE

a. GENERAL - This function will allow the user to change AIR FORCE ACCOUNTING Classification Data (Limit/Subhead, Program Year, Fund Code, Agency Code, or Budget-Project) at the PIIN/SPIIN/ACRN level to existing CLRV records. This screen is displayed, when Function 2 is selected and valid data is entered on Screen CT6400 and ENTER is depressed. A general explanation of this screen is available by entering the Screen ID in the CBUD field. CBUD information is also available for all input fields on the screen, with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 10-4 is a sample screen for CT6420.

```
*****
CT6420          ACCOUNTING CLASSIFICATION DATA UPDATE - AIR FORCE

CBUD:

PIIN: ##### 99 #####  SPIIN: #####  ACRN: ##

                DEPT-CD: #                FUND-CD: ##
                LMT-SUBH: ####            PGM-YR: #
                AGCY-CD: ##                BUDG-PROJ: #####
                CNCLD-FND-IND: #
```

```
### #####
*****
                        Figure 10-4
```

c. INPUT INSTRUCTIONS - Entries available/required are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - If entered, must match a data element on the screen.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated from menu Screen CT6400.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated from the menu Screen CT6400.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2 A/N) - System generated from the menu Screen CT6400.

DATA ELEMENTSPECIAL INSTRUCTIONS

DEPT-CD	DEPARTMENT CODE (1 N) - System generated based on the CLRV. This is a one position code designating the agency or service for funding.
FUND-CD	FUND CODE (2 A/N) - Must enter a two position Fund Code. The code entered must match the data base, Appropriation Master File.
LMT-SUBH	LIMIT SUBHEAD (4 A/N) - If entered, must must match an existing Limit/Subhead existing on the data base, Appropriation Master File.
PGM-YR	PROGRAM YEAR (1 A/N) If entered, must be one alpha/numeric position.
AGCY-CD	OPERATING AGENCY CODE (2 A/N) -If entered, must be two alpha/numerics and match the Appropriation Master File.
BUDG-PROJ	BUDGET PROJECT (6 A/N) If enter this field must contain six alpha/or numeric characters. The data entered must match the data base, Appropriation Master File for the code entered.
CNCLD-FND-IND	CANCELED FUNDS (1 A) - Enter or leave blank; if entered, fund code/canceled funds indicator must match TB9997. This field will be visible to only certain RGS Codes.

10.1.9.5 CT6430 - ACCOUNTING CLASSIFICATION DATA UPDATE - DLA

a. GENERAL - This function will allow the user to change DLA-Accounting Classification Data (LIMIT/SUBHEAD, PROGRAM YEAR, or FUND-CODE) at the PIIN/SPIIN/ACRN level to existing CLRV records. This screen is displayed when Function 3 is selected and valid data entered on Screen CT6400 and ENTER is depressed. A general explanation of this screen is available by entering the Screen-ID in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 10-5 is a sample screen format for CT6430.

```
*****
CT6430          ACCOUNTING CLASSIFICATION DATA UPDATE - DLA

CBUD:

PIIN: ##### 99 ##### SPIIN: ##### ACRN: ##

                DEPT-CD: #                FUND-CD: ##

                LMT-SUBH: ####

                ALOTM-SUB: #####

                ACCTG-STA: #####

                CNCLD-FND-IND: #
```

```
### #####
```

```
*****
```

Figure 10-5

c. INPUT INSTRUCTIONS - Entries available/required are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - If entered, must match a data element on the screen.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated from menu Screen CT6400.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated from the menu Screen CT6400.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2 A/N) - System generated from the menu Screen CT6400.

DATA ELEMENTSPECIAL INSTRUCTIONS

DEPT-CD	DEPARTMENT CODE (1 N) - System generated, based on the CLRV. This is a one position code designating the agency or service for funding.
FUND-CD	FUND CODE (2 A/N) - Must enter a two position Fund Code. The code entered must match the data base, Appropriation Master File.
LMT-SUBH	LIMIT SUBHEAD (4 A/N) - If entered, must match an existing Limit/Subhead existing on the data base, Appropriation Master File.
ALOTM-SUB	ALLOTMENT/SUBALLOTMENT (5 A/N) - System generated; if changed, must match an existing appropriation on the Appropriation Master File.
ACCTG-STA	FISCAL STATION (6 A/N) - System generated; if changed, must match an existing appropriation on the Appropriation Master File.
CNCLD-FND-IND	CANCELED FUNDS (1 A) - Enter or leave blank; if entered, fund code/canceled funds indicator must match TB9997. This field will be visible to only certain RGS Codes.

10.1.9.6 CT6440 - ACCOUNT CLASSIFICATION DATA UPDATE - NAVY

a. GENERAL - This function will allow the user to change the Fund Code and/or LIMIT/SUBHEAD for Navy contracts at the PIIN/SPIIN/ACRN level for existing CLRV records. This screen is displayed when Function 4 is selected and valid data is entered on Screen CT6400 and ENTER is depressed. A general explanation of this screen is available by entering the Screen-ID in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 10-6 is a sample screen format of CT6440

```
*****
CT6440          ACCOUNTING CLASSIFICATION DATA UPDATE - NAVY
```

CBUD:

PIIN: ##### 99 ##### SPIIN: ##### ACRN: ##

DEPT-CD: #

FUND-CD: ##

LMT-SUBH: ####

ACCTG-ACTY: XXXXXX

CNCLD-FND-IND: X

```
### #####
```

```
*****
```

Figure 10-6

c. INPUT INSTRUCTIONS - Entries available/required are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - If entered, must match a data element on the screen.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated from menu Screen CT6400.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated from the menu Screen CT6400.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2 A/N) - System generated from the menu Screen CT6400.

DATA ELEMENTSPECIAL INSTRUCTIONS

DEPT-CD	DEPARTMENT CODE (1 N) - System generated, based on the CLRV. This is a one position code designating the agency or service for funding.
FUND-CD	FUND CODE (2 A/N) - Must enter a two position Fund Code. The code entered must match the data base, Appropriation Master File.
LMT-SUBH	LIMIT SUBHEAD (4 A/N) - If entered, must match an existing Limit/Subhead existing on the data base, Appropriation Master File.
ACCTG-ACTY	AUTHORIZATION ACCOUNTING ACTIVITY (6 A/N) - System generated; if changed, must match an existing appropriation on the Appropriation Master File.
CNCLD-FND-IND	CANCELED FUNDS (1 A) - Enter or leave blank; if entered, fund code/canceled funds indicator must match TB9997. This field will be visible to only certain RGS Codes.